

CODIB-D-111/3
30 October 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

CODIB Support Staff: Mission and Functions

Attached is the approved statement resulting from action on CODIB-D-111/2,
27 August 1964, as reflected in CODIB-M-57, 23 October 1964, Para. 2.

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Charles A. Briggs
Secretary

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Pursuant to NSCID No. 1, paras. 3 b (2) and 6 a (3); DCID No. 1/4; and USIB-D-39.7/6, Attachment, para. 3, a permanent secretariat activity for the Committee on Documentation (CODIB) of the United States Intelligence Board (USIB) is established. This activity is designated the CODIB Support Staff (CSS).

1. Composition and Organization

The CODIB Support Staff is composed of professional intelligence officers from DIA and CIA, and of clerical support from CIA. The Staff is under the direction of a staff chief who reports to CODIB through its Chairman and Secretary.

2. Mission

The mission of the Staff is to support CODIB in promoting means by which the Intelligence Community can make optimal use of information of intelligence value, however recorded.

3. Functions

(a) To assist in the identification, definition, and specification of inter-agency relationships which affect the flow, the processing, the control of substantive information and evaluated intelligence, both internal and external to USIB member agencies.

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- 2 -

(b) In the general area of information processing systems to assist CODIB in problem identification, in determining feasible approaches to solving these problems, in specifying and assigning appropriate tasks leading to problem solution, in the acquisition, synthesis, and analysis of factual data pertinent to problem solution, and in system design and specification responsive to the problem solution.

(c) To provide a focal point for the exchange of information within the Intelligence Community on the solution of information processing problems, including studies, research and development, contracts, proposed agreements and action, publications seminars, and demonstrations.

(d) To develop for CODIB consideration, policies on responsibilities of individual agency information processing facilities to perform functions of common concern to the Intelligence Community.

(e) To assist in administering and supporting CODIB subcommittees, ad hoc groups or task teams which have been organized to carry out specific functions or to perform special tasks.

For example, with reference to the task teams organized to implement USIB action on the SCIPS report, it is the function of the CODIB Support Staff to assist in problem definition, fact gathering, analysis, planning, and preliminary system design. Day-to-day work will involve: determining essential elements of information problem boundaries, specifying tasks, planning and scheduling, forms design, instruction writing, interviewing, analysis, systems design, and report writing. The Support Staff will provide the continuity not realizable by ad hoc task teams and will coordinate overlapping interests between task teams.

(f) To provide referral service from the SCIPS data base.

(g) To assist in the monitoring of interagency agreements in the field of CODIB's responsibilities.

(h) To assist in the coordination of selected information processing activities with foreign intelligence services involving the interchange of information which has been authorized by USIB.

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